

CRS JOB DESCRIPTION

Position Title: MEAL Project Officer

Department: MEAL

Compensation Band: Grade 7

Reports to: MEAL Manager

Country/Location: CRS Maadi Office, Egypt

Background

Catholic Relief Services (CRS) works in a wide variety of areas within the humanitarian and development fields, regardless of race, creed, religion, or gender, to advance our mission to assist the poor and vulnerable. Our team reflects this diversity. The CRS Egypt country program began in 1956 at the invitation of the Egyptian president Nasser by providing relief assistance to the victims of the Suez War. Over the following few decades, CRS Egypt moved from large-scale food relief to long-term poverty alleviation and development programs.

Currently, CRS Egypt programs in these main areas: education, livelihoods, social cohesion, and emergency response. CRS focuses on safeguarding and on working with local partners across its portfolio. Projects under these programs range from the provision of technical assistance and capacity building to partners, promoting gender transformative behaviors and cohesion and tolerance across groups, educational grants for refugees and assistance to refugee community schools, promoting protection and safeguarding of children, and technical support, start-up funds, and vocational training for refugee and vulnerable Egyptian entrepreneurs.

Job Summary:

As a member of the MEAL team, you will be responsible for the project MEAL system design as per CRS MEAL policies and procedures, ensure the system is working among the project staff. As Your thorough and service-oriented approach will ensure that the project consistently applies best practices and constantly works towards improving the impact of its benefits to those we serve. Also, you will be responsible for all aspects of MEAL efforts throughout the life of the project, implementing MEAL activities; data quality assessment, conducting spot-check field visits, accountability systems as well as learning efforts in addition to providing technical assistance on MEAL to the project staff.

Job Responsibilities:

- Lead the design and implementation of the Monitoring, Evaluation, Accountability and Learning (MEAL) systems, plans, and processes in accordance with CRS's MEAL best practices
- Ensure MEAL team captures project progress and supports a learning environment which enables effective decision making, project communication, and the capturing of lessons learned and best practices
- Ensure the development and implementation of strong MEAL systems, in compliance with CRS MEAL standards using appropriate CRS tools and resources to maximize project impact on beneficiaries, accountability and learning
- Ensure use of ICT4D technology in support of the projects' data quality and efficiency of the data collection and data analysis
- Ensure timely and quality preparation of donor project narrative reports, quarterly performance indicator tracking tables, baseline and final evaluation reports, and other related reports as required by the donors or CRS headquarters as per reporting requirements such as MEAL self-assessments and global results

- Provide strategic input throughout the proposal development process, incorporating lessons learned and best practices generated from previous and ongoing programs
- Implement learning activities at a minimum of once per quarter; share results and lessons learned with the relevant stakeholders
- Lead and implement data quality assessment to ensure providing accurate data
- Supervise two-three MEAL Field Officers and coordinate with CRS/Egypt's other MEAL staff and provide them with the necessary technical and managerial support
- Other related duties, as assigned

Required Background and Experience:

Education and Experience

- Bachelor's degree in international development or a related field
- Three years of experience working in a MEAL project support role. Experience with an international NGO a plus.
- Experience with data, and data visualization and analysis software
- Experience in collecting, manipulating, synthesizing, analyzing, and showcasing data
- Supervision skills
- Strong business writing skills for high quality communication documentation
- Experience in MS Office package (Excel, Word, PowerPoint, Visio) and information management systems

Personal Skills

- Good time management skills with ability to work on multiple tasks at the same time
- Strong customer service orientation with good communication and interpersonal skills
- Proactive, resourceful, solutions-oriented, and results-oriented
- Observation, active listening, and analysis skills with ability to make sound judgment
- Good relationship management skills with strong team work, and the ability to work closely with local partners and community members
- Demonstrated ability to transfer knowledge and skills formally and informally to diverse audiences.

Required/Desired Foreign Language Excellent English language skills, written and verbal.

Safeguarding Policy

CRS is committed to safeguarding program participants from exploitation and abuse. The successful candidate is expected to sign and adhere to the CRS Safeguarding Policy and Code of Conduct.

Key Working Relationships:

Supervisory: Two MEAL Field Officers

Internal: All program team members, MEAL unit members, and CRS support functions (finance, procurement, , HR, and Admin)

External: Community Members (refugees/asylum seekers and host communities), partners, community-based organizations, donors, and implementing partners

Agency REDI Competencies (for all CRS Staff):

Agency competencies clarify expected behaviors and attitudes for all staff. When demonstrated, they create an engaging workplace, help staff achieve their best, and help CRS achieve agency goals. These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- **Personal Accountability** – Consistently takes responsibility for one’s own actions.
- **Acts with Integrity** - Consistently models values aligned with CRS Guiding Principles and mission. Is considered honest.
- **Builds and Maintains Trust** - Shows consistency between words and actions.
- **Collaborates with Others** – Works effectively in intercultural and diverse teams.
- **Open to Learn** – Seeks out experiences that may change perspective or provide an opportunity to learn new things.

Agency Leadership Competencies:

- **Lead Change** – Continually look for ways to improve the agency through a culture of agility, openness, and innovation.
- **Develops and Recognizes Others** – Builds the capacity of staff to reach their full potential and enhance team and agency performance.
- **Strategic Mindset** – Understands role in translating, communicating, and implementing agency strategy and team priorities.

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

CRS's talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.

Equal Opportunity Employer